

A. Log In to UNCGenie

1. Go to the UNCG home page: *www.uncg.edu*
2. Click on the text link 'UNCGenie' in the top right corner of the page.
3. Click on the text link 'Enter Secure Area' on the "Entry" screen.
4. On the "User Login" screen, key in your nine-digit *User ID* number and your six-digit *PIN* number and then click on the LOGIN button.

B. Initiate an Override Request

1. On the "Welcome" screen, click on the text link 'Faculty & Advisors.'
2. On the **Faculty Services Menu** click on the text link 'Registration Overrides.'
3. On the "Select a Term" screen select a *Term* from the pull-down menu and then click on the SUBMIT button.

[If the system remembers a previous student that has been selected, it will skip directly to the "Faculty Registration Permits/Overrides" screen (see p. 2). Instructions are provided there for navigating to the "ID Selection" screen below in order to select a new student.]

4. Select a student.

a. Enter the *Student or Advisee ID*

OR

b. Submit a query.

Enter the last name and first name of the student.

5. Click on the SUBMIT button.

6. Confirm the student.

a. If you entered the *Student or Advisee ID* number in step 4, the student's name should appear.

Click on the SUBMIT button.

OR

b. If you submitted a query in step 4, select the student from the list.

Click on the SUBMIT button.

C. Grant Override Permissions

DO YOU NEED TO CHANGE THE SELECTED STUDENT?

Click on the text link 'ID Selection' on the left side of the bracketed navigational menu at the bottom of the "Registration Overrides" screen. Then begin with step B.4 on page 1 of this document.

1. Select the type of override and the course that it will affect from the **Override** and **Course** pull-down menus.

[Only the courses for which you are the instructor of record will appear.]

[Refer to the bottom of the page for override type definitions.]

2. Click on the **SUBMIT** button.

[All overrides initiated by any instructor for the selected student are shown here.]

[The selected student's full schedule is shown here.]

Faculty Registration Permits/Overrides

Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Registration Overrides

Override	Course
None	None
None	None
None	None

Registration Overrides

Override	Course
None	None
Classification Override	80311 - ENG 101 03
Closed Course Overload	82349 - ENG 493 01
Honors Dept Permission	
Major Exception Override	
Pre-requisite Override	
Special Permission	
Written Permission	

Current Student Overrides

Override	Course	Activity Date Entered by
Closed Course Overload	80311 - ENG 101 03	Jul 11, 2009 WEBUSER

Current Student Schedule

Failure to adhere to payment dates and deadlines may result in cancellation of this schedule. Students are responsible for making complete payment by the appropriate deadline. Click here for Payment Deadlines and Information.

Total Credit Hours: 3.000

Intro to Communication Studies - CST 105 02

Associated Term: Fall 2009
CRN: 81391
Status: **Registered** on Jul 07, 2009
Assigned Instructor: Joyce G. Ferguson

Grade Mode: Standard
Credits: 3.000
Level: Undergraduate
Campus: Main Campus

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 8:50 am	MWF TBA	Aug 24, 2009 - Dec 7, 2009	Lecture	Joyce G. Ferguson (P)

Override Types

Classification Override—Exempts the student from class restrictions (i.e., Freshman, Sophomore, Junior, Senior, or Graduate Student standing).

Closed Course Overload—Adds the student regardless of class seat limit.

Honors Dept Permission—Grants the student access to the honors course.

Major Exception Override—Exempts the student from the requirement for a specific declared major.

Pre-requisite Override—Exempts the student from requirements for completion of previous course work. [Also applies to corequisites.]


Special Permission—Grants the student access to the reserved course.

Written Permission—Exempts the student from requirements for signature approvals from the instructor and/or department.

C. Grant Override Permissions, continued . . .

3. Review the request for accuracy.

Faculty Registration Overrides Confirmation

 Below are the override requests you entered. Please confirm by clicking Commit Changes.

Registration Overrides

Override	CRN	Course Number	Section	Student	Activity Date
Honors Dept Permission	82349	ENG 493	01	Ashley E. Student	Jul 11, 2009

4. Click on the **SUBMIT** button to confirm the request.

[The newly added override will appear in the Current Student Overrides section of the "Faculty Registration Permits/Overrides" screen (see p. 2).]

Current Student Overrides

Override	Course	Activity Date	Entered by
Closed Course Overload	80311 - ENG 101	03 Jul 11, 2009	WEBUSER
Honors Dept Permission	82349 - ENG 493	01 Jul 11, 2009	WEBUSER

Important!
 Remind the student to register for the course using *UNCGenie*.
 Granting override permissions does not register the student.
 It only gives the student the ability to register.

[To remove or rescind an override, contact the University Registrar's Office.]

5. Exit the system by clicking on the text link 'Exit' in the top right corner of the screen.